

## Notice of Meeting and Agenda Joint Renfrewshire Licensing Forum and Licensing Board

Date	Time	Venue
Wednesday, 22 November 2017	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Representing Renfrewshire Licensing Forum

Martin Brier; Hugh Cameron; Clare Colquhoun; Margaret Dymond; Fiona MacKay; Peter MacLeod; David McEwan; Shirley McLean; Piero Pieraccini; Donna Reid; Paul Sale; Fiona Taylor; Ryan Watson; Rosemary White.

### Representing Renfrewshire Licensing Board

Councillor Jennifer Adam-McGregor, Councillor Bill Brown; Councillor Michelle Campbell; Councillor Natalie Don; Councillor John Hood; Councillor Marie McGurk; Councillor Kevin Montgomery; Councillor Andy Steel.

### Chair

M Dymond, Convener.

## **Further Information**

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## **Members of the Press and Public**

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Minute of Previous Meeting</b>  | <b>5 - 8</b>   |
|          | Minute of meeting held on 18 April 2017.   |                |
| <b>2</b> | <b>Note of Inquorate Meeting</b>   | <b>9 - 10</b>  |
|          | Note of Inquorate Meeting - 6 September 2017.  |                |
| <b>3</b> | <b>Matters Arising</b>   |                |
| <b>4</b> | <b>Police Scotland Update</b>  |                |
|          | Verbal report by Police Scotland representative on local licensing issues.   |                |
| <b>5</b> | <b>Licensing Standards Officer - Update</b>  |                |
|          | Verbal report by the Licence Standards Office relative to recent involvement in Licensing matters.                     |                |
| <b>6</b> | <b>Licensing Issues</b>  |                |
|          | General discussion between the Licensing Board and the Licensing Forum on local licensing issues.                      |                |
| <b>7</b> | <b>Review of Membership</b>  | <b>11 - 16</b> |
|          | Report by the Clerk.   |                |
| <b>8</b> | <b>Alcohol Awareness Training</b>  | <b>17 - 18</b> |
|          | Report by the Health Improvement Senior - Mental Health and Addictions, Renfrewshire Health & Social Care Partnership. |                |

**9 Drug Awareness Training**

**19 - 20**

Report by the Health Improvement Senior - Mental Health and Addictions, Renfrewshire Health & Social Care Partnership.

**10 Date of Next Meeting**

Members are asked to note that the next meeting of the Licensing Forum is scheduled for Wednesday 7 February 2018 at 2.00 pm.

## Minute of Meeting Renfrewshire Licensing Forum

Date	Time	Venue
Tuesday, 18 April 2017	14:00	CMR 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

R Anderson and D Reid, (both Renfrewshire Drug and Alcohol Partnership); M Brier and P Sale (both Renfrewshire Council); M Dillon and M Dymond (both local residents C Colquhoun (Licence Holder); and D McEwan and A Whitelaw (Police Scotland).

### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing) and P Shiach, Committee Services Officer (both Renfrewshire Council).

### Apologies

P Macleod, S McLean, P Pieraccini and R White.

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

## **1 Election of Convener**

It was noted that in terms of the Licensing (Scotland) Act 2005 a Forum, at its first meeting in each calendar year, must elect one of its members to be Convener. It was unanimously agreed that M Dymond be appointed as convener. M Dymond assumed the chair at this point.

## **2 Minute of Previous Meeting**

There was submitted the Minute of the joint meeting of Renfrewshire ILicensing Board and Renfrewshire Licensing Forum held on 16 November 2016.

**DECIDED:** That the Minute be approved.

## **3 Note of Inquorate Meeting**

There was submitted the note of the inquorate meeting of Renfrewshire Licensing Forum held on 8 February 2017

**DECIDED:** That the note of the inquorate meeting be noted.

## **4 Police Scotland Update**

Police Constable McEwan advised that there were no issues to raise with the Forum but gave an undertaking to circulate the relevant Police Scotland statistics for the area to members of the Forum.

**DECIDED:** That the information be noted.

## **5 Licensing Standards Officer - Update**

M Brier (LSO) provided an update in relation to his recent licensing activities. He advised that during the period 207 visits had been made to licensed premises, 171 of which were compliance visits. There had been 26 revisits, three complaints and seven visits for miscellaneous issues.

The LSO provided information on premises which were no longer licences and the number of new premises licenced since his last report.

The LSO was then heard in answer to questions from members of the Forum on the report.

**DECIDED:** That information be noted.

## **6 Proposed Establishment of a National Licensing Forum**

There was submitted a letter dated 14 December 2016 from the Chair of the East Ayrshire Licensing Forum seeking comments on the proposed establishment of a National Licensing Forum. A questionnaire on the proposed National Forum, seeking comments on various aspects of the proposal accompanied the letter.

D Reid advised that as the closing date for responses had been 31 March 2016, Renfrewshire Alcohol and Drug Partnership had submitted an interim response within the timescale.

**DECIDED:** That the interim response submitted by Renfrewshire Alcohol and Drug Partnership be homologated as the response of the Renfrewshire Licensing Forum.

## **7 Joint West of Scotland Event - 20 October 2016**

There was submitted a report by the Chair of East Ayrshire Licensing Forum relative to the Licensing Forum Event hosted by East Ayrshire Licensing Forum on 20 October 2016.

The report provided background information on the event, the outcome and conclusions and recommendations. A proposed constitution for the Joint West of Scotland Licensing Forum was appended to the report.

**DECIDED:** That the report be noted.

## **8 Scottish Licensing Law and Practice - Aberdeen Off-sales Premises Appeal**

There was submitted a report by Alcohol Focus Scotland on the outcome of an appeal against the refusal of an off-sales application for premises in Aberdeen City Council area.

The report indicated that Aberdeen City Licensing Board had rejected a proposal for a small alcohol display in a Union Street shop operated by Martin McColl Limited as a small convenience store. The application had been the subject of objections by the local Health Board and a doctor representing a group of GP practices.

The Board had accepted the objectors arguments alcohol-related deaths and patient admissions on the relevant postcode area were 5% worse than the Scottish average according to a report referred to by the objectors, problem drinkers made the bulk of their purchases from corner shops rather than supermarkets and increased alcohol-related health problems were connected to the provision of alcohol and newsagents and corner shops.

The report indicated that the Sheriff in rejecting McColl's so far as they attacked the Board's reliance on a report founded upon by the Health Board. However he held that it was inconsistent and inappropriate for the Board to base their decision on the perceived link between availability and harm since they had made no finding that grant of a licence would result in overprovision.

The report intimated that the Sheriff proceeded to grant the application rather than remit to the Board for reconsideration.

**DECIDED:** That the report be noted.

## **9 Promoting good health for children - Reducing the impact of alcohol marketing on children in Scotland**

There was submitted a report by Alcohol Focus Scotland on promoting good health from childhood and reducing the impact of alcohol marketing on children in Scotland.

The report focussed on promotion good health from childhood; the nature, extent and reach of contemporary alcohol marketing; the influence of alcohol marketing on children and young people; failure of self-regulation of alcohol marketing; the way forward: putting children first; and recommendations. Information on membership of the virtual network, support for action to protect children from alcohol marketing and examples of statutory restrictions on alcohol marketing in other European countries was contained in appendices 1 to 3 of the report.

**DECIDED:** That the report be noted.

## **10 Future Meeting Arrangements**

There was submitted a report by the Clerk proposing dates for future meetings of the Forum as under:

Wednesday 6 September, 2017;  
Wednesday 22 November 2017;  
Wednesday 7 February, 2018; and  
Wednesday 23 May, 2018.

**DECIDED:**

(a) That the proposed dates for future meetings of the Forum, as detailed in paragraph 3.3 of the report be approved; and

(b) That it be delegated to the Clerk, in consultation with the Conveners of the Licensing Board and the Licensing Forum to determine which of these meetings will be a joint meeting with the Licensing Board.



## Minute of Meeting Renfrewshire Licensing Forum

Date	Time	Venue
Wednesday, 06 September 2017	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

M Brier (Renfrewshire Council) H Cameron and M Dymond (both local residents) D McEwan (Police Scotland); F MacKay (Renfrewshire Health & Social Care Partnership) P Pieraccini (Licence Holder); and D Reid, (Renfrewshire Drug and Alcohol Partnership).

### Chair

M Dymond, Converer presided.

### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing) and P Shiach, Committee Services Officer (both Renfrewshire Council)

### Apologies

P MacLeod, S McLean and R White.

## **1 Quorum**

Ten minutes after the appointed time for the meeting a quorum was not present and in terms of the constitutional document agreed at the meeting of the Forum held on 2 October, 2007 the meeting stood adjourned.



**To: Renfrewshire Licensing Forum**

**On: 22 November 2017**

---

**Report by: Clerk**

---

**Heading: Review of Membership**

---

**1. Summary**

1.1 The purpose of this report is to review the membership of the Renfrewshire Licensing Forum.

---

**2. Recommendations**

2.1 That the Forum considers proposals for a review of the Forum membership.

---

**3. Background**

3.1 In terms of Section 10 of the Licensing (Scotland) Act 2005, (the Act) local authorities are required to establish a local licensing forum, the purpose of which is to keep under review the operation of the Act in the forum's area and, in particular, the exercise by the Licensing Board of its functions.

3.2 In addition, the Forum is required to provide such advice and make such representations to the Licensing Board in relation to those matters as the Forum considers appropriate.

3.3 In terms of the Forum constitution, all applicants to be eligible must be aged 16 years or above; able to demonstrate an interest in the licensing system; and currently be employed in or be a duly appointed representative of the undernoted groups.

- Holders of premises licences and personal licences in Renfrewshire;
- The Chief Constable;
- Persons having functions relating to health, education and social work;
- Young people;
- Persons resident in Renfrewshire;
- The Scottish Fire & Rescue Service;
- A representative from the Alcohol & Drugs Forum.

The current membership of the Forum is: -

- Sergeant D McEwan (Police Scotland);
- Piero Pieraccini – Licence Holder;
- Claire Colquhoun – Licence Holder;
- David Leese/Fiona MacKay -Renfrewshire Health & Social Care Partnership;
- Rosemary White – Renfrewshire Health & Social Care Partnership;
- Peter MacLeod/Fiona Taylor/Paul Sale – Children’s Services;
- Ryan Watson – Young Person;
- Margaret Dymond – Local Resident;
- Shirley McLean – Local Resident;
- Hugh Cameron – Local Resident;
- Martin Brier – Licensing Standards Officer;
- Donna Reid - Alcohol and Drug Partnership;

3.4 As a result of a number of meetings failing to attract a sufficient quorum of members, a number of amendments to the membership have been suggested by the Alcohol and Drug Partnership and are detailed in Appendix 1 to this report.

3.5 The relevant legislation, Schedule 2 to the Act states, that there must be at least 5 Forum Members and not more than 21. It would therefore be competent for the Council to reduce the number of members on the Forum to 13. The Alcohol and Drug Partnership has suggested that there be “an ability to co-opt up to five additional members onto the group determined by the agenda”. The ADP expectation would be that co-opted members would not have any voting rights and would be invited to the meeting if there was a specific item on the agenda which required input from someone who had specialist knowledge/expertise in the subject matter. The co-opted member would attend the meeting on a short-term basis/or one off depending on the item being discussed. They may be asked to deliver a presentation or lead a discussion, as appropriate. There is no requirement under the Act in relation to co-opted members and it is suggested that it would be more appropriate for the Forum to invite guest speakers as and when required rather than establishing co-opted members.

3.6 The legislation does require that the Council must seek to ensure, in appointing Forum members, that as far as possible the membership is representative of the interests of persons/descriptions of persons who have an interest relevant to the Forum's functions. There is a list in Schedule 2 to the Act of persons who would specifically fall within those criteria.

3.7 The Fire and Rescue Service are not mentioned specifically in the legislation so it would be competent to remove Fire officers from membership. The Fire and Rescue Service has previously indicated that they are no longer able to attend due to operational pressures.

3.8 The legislation does specifically mention young people in the list. As such, the Council should seek to ensure, so far as possible, that the membership is representative of them. Accordingly it is not considered appropriate to remove this category

3.9 In relation to who else should serve on the Forum, it is a requirement that at least one member of the Forum is one of the Council's Licensing Standards Officers and that at least one of the members is nominated by the Health Board.

---

## **Implications of the Report**

1. **Financial - None**
2. **HR & Organisational Development - None**
3. **Community Planning – None**
4. **Legal - None**
5. **Property/Assets – None**
6. **Information Technology – None**
7. **Equality & Human Rights -**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed

and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None
9. **Procurement** - None.
10. **Risk** - None
11. **Privacy Impact** – None
12. **COSLA Impact** - None

---

### List of Background Papers

---

**Author:** Paul Shiach, Committee Services Officer

**Email** [paul.shiach@renfrewshire.gov.uk](mailto:paul.shiach@renfrewshire.gov.uk)

**Tel:** 0141 618 7103

## Renfrewshire Licensing Forum

### Proposal to amend the Terms of Reference – Membership of the Forum

The Renfrewshire Licensing Forum has been established in accordance with the requirements of the Licensing (Scotland) Act 2005. At the last meeting of the Forum it was agreed that the membership should be reviewed to reflect the current planning landscape in Renfrewshire and to improve attendance at future meetings. It is proposed that membership be reduced to 13 (currently 18) and remove certain categories due to the difficulties in engaging with young people and Scottish Fire and Rescue Service, who no longer has the capacity to attend meetings. The quorum for a meeting will be 7. The proposed membership is detailed below.

<b>Proposed</b>	
<b>Categories of Membership</b>	
Licensing Trade	X 3
Local residents	X 3
Renfrewshire Health and Social Care Partnership	X 2
ADP	X 1
Renfrewshire Council – Children’s Services	X 2
Renfrewshire Council – Licensing Standard’s Officer	X 1
Police Scotland	X 1
Ability to co-opt up to 5 additional members onto the group determined by the agenda	
<b>Core membership</b>	<b>13</b>
<b>Quorum</b>	<b>7</b>







## Half Day General Alcohol Awareness Training

### Available Times/Dates

13:00 - 16:00 13th September 2017, Renfrew Health & Social Work Centre  
13:00– 16:00 2<sup>nd</sup> November 2017, Renfrew Health and Social Work Centre  
13:00 - 16:00 10<sup>th</sup> January 2018, Renfrew Health and Social Work Centre  
13:00 - 16:00 4<sup>th</sup> March 2018, Renfrew Health and Social Work Centre

### For

Staff working in the community in non addictions settings who want to increase their knowledge and awareness of alcohol issues.

**Cost: FREE**

### **Course overview:**

- Understand what a unit is
- Have an opportunity to view different quantities of units within various drinks and what this means.
- Reflection on personal attitude to alcohol and explore myths around certain aspects of this
- To understand the physical effects of alcohol and impact on individuals
- Links to other training/local services

**This training is delivered by colleagues from Renfrewshire Addiction Service and the Health Improvement Team.**

To book a place on this course, please complete the registration form and send to the Health Improvement Team:

**Email: [healthimprovement.renfrewshire@ggc.scot.nhs.uk](mailto:healthimprovement.renfrewshire@ggc.scot.nhs.uk)**

**Tel: 01505 821800**

- If you have any accessibility issues or reading (i.e. handouts in larger fonts) needs please specify when booking.
- Please note that if you register for this course and can no longer attend, please follow departmental processes for cancelling training places, as staff attendance on each course is recorded.



**REGISTRATION FORM FOR DRUG AWARENESS TRAINING**

TRAINING NAME	Alcohol Awareness Training
DATE OF TRAINING	
NAME	
GENDER	
ETHNICITY	
JOB TITLE	
SERVICE DESCRIPTION	
WORKPLACE NAME	
SECTOR	
E-MAIL ADDRESS	
PLEASE CONFIRM IF WE CAN CONTACT YOU	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
ACCESS OR OTHER REQUIREMENTS?	

**PLEASE COMPLETE THE ABOVE FORM AND SEND BY EMAIL TO:**

**[HealthImprovement.Renfrewshire@ggc.scot.nhs.uk](mailto:HealthImprovement.Renfrewshire@ggc.scot.nhs.uk)**

**Data Protection Statement:** Your details will be collected for the purposes of administering this event. They will also be held on our secure database and will not be shared with any third parties without your permission. Your name, designation and organisation will appear on the delegates list. If you wish to remove your details or have any other queries, please contact **01505 401832** Or Email: **[suzannah.davis@ggc.scot.nhs.uk](mailto:suzannah.davis@ggc.scot.nhs.uk)**



## Half Day General Drug Awareness Training

### Available Times/Dates

9.30 - 12.30 29th August 2017, Renfrew Health & Social Work Centre

9:30-12:30 6<sup>th</sup> December 2017, Old Johnstone Clinic

9:30-12:30 21<sup>st</sup> February 2018, Renfrew Health and Social Work Centre

### For

Staff working in the community in non addictions settings who want to increase their knowledge and awareness of drugs issues.

**Cost: FREE**

### **Course overview:**

- Gain an insight into the history of drug use and current issues both nationally and locally.
- Have an understanding of current drug law and classifications.
- Understand the effects, risks and methods of use for each drug.
- Identify local support networks and services

**This training is delivered by colleagues from Renfrewshire Addiction Service and the Health Improvement Team.**

To book a place on this course, please complete the registration form and send to the Health Improvement Team:

**Email: [healthimprovement.renfrewshire@ggc.scot.nhs.uk](mailto:healthimprovement.renfrewshire@ggc.scot.nhs.uk)**

**Tel: 01505 821800**

- If you have any accessibility issues or reading (i.e. handouts in larger fonts) needs please specify when booking.
- Please note that if you register for this course and can no longer attend, please follow departmental processes for cancelling training places, as staff attendance on each course is recorded.



**REGISTRATION FORM FOR DRUG AWARENESS TRAINING**

TRAINING NAME	Drugs Awareness Training
DATE OF TRAINING	
NAME	
GENDER	
ETHNICITY	
JOB TITLE	
SERVICE DESCRIPTION	
WORKPLACE NAME	
SECTOR	
E-MAIL ADDRESS	
PLEASE CONFIRM IF WE CAN CONTACT YOU	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
ACCESS OR OTHER REQUIREMENTS?	

**PLEASE COMPLETE THE ABOVE FORM AND SEND BY EMAIL TO:**

**[HealthImprovement.Renfrewshire@ggc.scot.nhs.uk](mailto:HealthImprovement.Renfrewshire@ggc.scot.nhs.uk)**

**Data Protection Statement:** Your details will be collected for the purposes of administering this event. They will also be held on our secure database and will not be shared with any third parties without your permission. Your name, designation and organisation will appear on the delegates list. If you wish to remove your details or have any other queries, please contact **01505 401832** Or Email: **[suzannah.davis@ggc.scot.nhs.uk](mailto:suzannah.davis@ggc.scot.nhs.uk)**